

PURCHASE CARD	Program Office	LO/SO M&B	Property Office	Procurement	Vendor	Finance Office	Bank	Recorded in Property System
Order Placed	X			X				
Record Order in Log Vendor Manufacturer Model Description Custodian Source Doc. No. Order Date Accounting (Org. Code, Obj. Cl., Task/Project)	X			X				X
Delivery of Property					X			
Receipt of Property	X							
Acceptance of Property Acceptance Date Name of Acceptor	X							X
Tagging of Property PIN Number Serial Number Location	X							X
Submission of Invoice					X			
Payment of Invoice							X	
Submission of Statement							X	

Approval of Statement	X							
Assign accounting to statement	X	X				X		
Payment of Bank Invoice						X		
Acquisition Cost								X
Complete and Post Property Record			X					
Owner Use Type								X